

DATE

1 MARCH 1989

## TRANSMITTAL SLIP

TO:

ROOM NO.

BUILDING

REMARKS:

EXA

1

MAR 1989

REGISTRY (FILE)

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FROM:

ROOM NO.

BUILDING

EXTENSION

FORM NO.

REPLACES FORM 36-8

(47)

**ROUTING SLIP**

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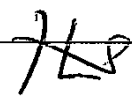
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1	DCI				
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SUSPENSE \_\_\_\_\_

Date

Remarks

ER 89-0910

  
Executive Secretary

28 Feb '89

Date

**3637** (10-81)

FRANK ANNUNZIO, REPRESENTATIVE FROM ILLINOIS,  
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# Congress of the United States

## Joint Committee on Printing

RICHARD OLESZEWSKI, STAFF DIRECTOR  
JOHN CHAMBERS, DEPUTY STAFF DIRECTOR  
FAYE M. PADGETT, ASSISTANT STAFF DIRECTOR  
ANTHONY J. ZAGAMI, GENERAL COUNSEL

818 HART SENATE OFFICE BLDG.  
WASHINGTON, DC 20510-6066  
(202) 224-5241

89JCP003

February 21, 1989

Executive Registry

89-0910

TO HEADS OF DEPARTMENTS AND AGENCIES

DDA/REG  
LOGGED

Public Law 100-458, which provides funding for the Legislative Branch in Fiscal Year 1989, contains a provision directly affecting Executive Branch printing activities. The provision, identical to one enacted in FY 1988, can be found in Section 309 of the Legislative Branch Appropriations Act. As before, it requires that printing and related services procured from commercial sources, be obtained for the most part, exclusively through the U.S. Government Printing Office (GPO).

The measure was included again this year to insure GPO's continuing role as the central source for the production and distribution of Federal printing. It also acts to reinforce the Congressional commitment to a centrally managed and fiscally sound program for the collection and dissemination of Government information.

In addition to the more traditional printing activities, with which you may be familiar, please be advised that these provisions apply fully to any typesetting services that may be offered by graphic design contractors, or other printing services provided as a part of broader contract obligations. In addition, agency-initiated management improvement programs, such as the Department of Defense Model Installation Program and the Veterans Administration's Pilot Program on Management Efficiency, are subject to the provisions of this law.

For your information, I have enclosed a copy of the new statutory provision. Once again, I hope that it will help you in developing and maintaining an effective and efficient printing program for your agency. As always, the Joint Committee on Printing is available to assist you and members of your staff in that effort.

Sincerely,

*Wendell H. Ford*

Wendell H. Ford  
Vice Chairman

(over)

DDA REGISTRY

FILE: L'Eg-4-AR

FRANK ANNUNZIO, REPRESENTATIVE FROM ILLINOIS,  
CHAIRMAN

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89JCP004

February 24, 1989

#### TO HEADS OF DEPARTMENTS AND AGENCIES

The Committee has noted a trend among Departments and Agencies to publish increasingly more elaborate and decorative annual reports. As the primary goal of these reports is to provide information to the Congress, the purely decorative embellishments in many of the recent documents have added greatly--and unnecessarily--to their cost. Agencies should note the style, format, and printing attributes of basic Congressional information documents and their general lack of decorative packaging.


The effective communication of information does not require expensive materials or printing processes. With few exceptions, vellum cover stocks, offset book text stock, and single ink colors, with proper layout and design, are all that are necessary to produce attractive and effective reports.

Accordingly, agencies should note the following criteria as the maximum acceptable product level guidelines for printing future annual reports:

- Cover: Litho Coated Cover, JCP L-10, with no more than two colors of ink and a protective varnish coating.
- Text: White Offset Book, JCP A-60, or White Opacified Offset Book, JCP A-80, with black ink.

These guidelines should assist Departmental management in the development of less costly annual reports. The Joint Committee on printing staff is available to lend any assistance you may need with the application of these guidelines.

Sincerely,

  
Wendell H. Ford  
Vice Chairman